



Neighborhood Networks 10th Anniversary National Training Conference



### Dear Neighborhood Networks Supporter:

Ten years ago, Neighborhood Networks began connecting families and communities to the endless opportunities of the digital age. The initiative emerged from a simple vision and transformed into a reality. Today, its hallmark is success.

Adults have launched careers, started their own businesses, and improved their incomes after completing training at Neighborhood Networks centers across America. Children

have enriched their lives, improved their grades, and earned college scholarships. Seniors have learned new skills, secured jobs, and engaged in community activities.

From June 29 to July 1, in Lake Buena Vista, Florida, Neighborhood Networks will celebrate a decade of delivering technology access to America's communities at the 10th Anniversary National Training Conference—Connecting Communities, Creating Opportunities. Sponsored by the U.S. Department of Housing and Urban Development (HUD) Office of Multifamily Housing Programs, the conference will recognize the achievement and dedication of residents, center staff, owners and managers, consortia, partners, and HUD staff.

The conference, to be held at the **Hilton Hotel**, will provide a perfect opportunity for Neighborhood Networks stakeholders to exchange fresh ideas and discuss the latest techniques, strategies, and tools for building and sustaining Neighborhood Networks centers.

Pre-conference sessions, including a session dedicated specifically to grantwriting and an orientation and welcome for new Neighborhood Networks centers, will start on **Tuesday, June 28th**.

Innovative and interesting speakers will host plenary sessions, keynote addresses, and more than 20 informative workshops that will focus on important topics such as strategic planning and resource development; creating and leveraging partnerships; program design; and effective and innovative fundraising and grantwriting techniques.

More than 25 exhibitors will highlight resources and products of special interest to Neighborhood Networks centers. Also, attendees will be able to visit the Kennedy Space Center to see firsthand the amazing work done by the National Aeronautics and Space Administration (NASA), a Neighborhood Networks national partner. And in observation of Neighborhood Networks' 10th Anniversary a Dinner and Recognition Ceremony will be held to acknowledge the contributions of Neighborhood Networks centers, staff and other stakeholders across the country.

Register now and secure your hotel reservation at the government rate. You may register online at www.NeighborhoodNetworks.org, by fax at (301) 519–5345, or by mailing the attached registration form. For assistance, please call toll free (888) 312–2743 or TTY (800) 483–2209.

We look forward to seeing you at the most exciting and important Neighborhood Networks gathering ever!

Sincerely,

Delores A. Pruden

**Director, Multifamily Neighborhood Networks** 

### Who Should Attend

- ★ Neighborhood Networks Directors and Staff
- ★ HUD Multifamily Property Owners and Managers
- ★ HUD staff
- ★ Residents
- ★ National and Local Partners
- ★ Volunteers
- ★ Foundations, Nonprofits, and Community Organizations
- ★ Consortia Members
- ★ State, Local, and Federal Government Agencies
- ★ Educational Institutions

★ General Public

#### **Travel Funds**

For those attendees representing HUD properties located outside the Orlando metropolitan area, travel and overnight lodging expenses for owner representatives, management staff, Neighborhood Networks staff, and resident representatives to attend the national conference may be allowable project expenses. To determine if attendance costs are eligible project expenses for your property, please contact your assigned HUD project manager.



| Tuesday<br>June 28, 2005  | Wednesday<br>June 29, 2005   | Thursday<br>June 30, 2005  | Friday<br>July 1, 2005  |
|---|--|--|---|
| 8 a.m.–8 p.m.<br>Early Registration                                 | 8 a.m.–5:30 p.m.<br>Registration                                     | 8 a.m4:30 p.m.<br>Registration                                   | 8 a.m11 a.m.<br>Registration  |
| 8:30 a.m.–10:15 a.m. Pre-conference Seminar: New Center Orientation | 9 a.m.–10 a.m.<br>Welcome and Opening<br>Address                     | 9 a.m.–10:30 a.m.<br>General Session                             | 9 a.m.–10:15 a.m.<br>General Session                                |
| 9 a.m5:30 p.m.<br>HUD Staff Training                                | 10 a.m10:30 a.m.<br>Official Exhibit Hall Opening                    | 10:30 a.m.–10:45 a.m.<br>Break                                   | 10:15 a.m.–10:30 a.m.<br>Break                                      |
| 10:30 a.m.–5 p.m. Pre-conference Seminar: Grantwriting              | 10:30 a.m.–12 p.m.<br>Concurrent Sessions                            | 10:45 a.m.–12 p.m.<br>Concurrent Sessions                        | 10:30 a.m.–12 p.m.<br>Concurrent Sessions                           |
| 3 p.m.–8 p.m.<br>Exhibitor Setup                                    | 12 p.m.–1:30 p.m.<br>Luncheon  | 12 p.m.–1:30 p.m.<br>Bring Your Lunch and Learn                  | 12 p.m.–1:15 p.m.<br>Lunch on own                                   |
|   | 1:30 p.m.–1:45 p.m.<br>Break   | 1:30 p.m.–2:15 p.m.<br>General Session:<br>Center Classification | 1:30 p.m6:30 p.m.<br>Kennedy Space Center Tour<br>at Cape Canaveral |
|   | 1:45 p.m.–3 p.m.<br>Concurrent Sessions                              | 2:15 p.m.–2:30 p.m.<br>Break                                     |   |
|   | 3 p.m.–3:15 p.m.<br>Break  | 2:30 p.m.–4 p.m.<br>Concurrent Sessions                          |   |
|   | 3:15 p.m.–4 p.m.<br>General Session:<br>National Consortium          | 6 p.m.–6:45 p.m.<br>Reception                                    |   |
|   | 4:00 p.m.–5:30 p.m.<br>General Meeting of the<br>National Consortium | 6:45 p.m.–9 p.m.<br>Dinner and Recognition<br>Ceremony           |   |

### **Pre-conference Sessions**

#### Welcome to the Neighborhood: Pre-conference Orientation Session for New Centers

Why start from scratch when you can take advantage of a decade of lessons learned? Center staff, property owners and managers and residents of properties with new Neighborhood Networks centers are invited to participate in this special session designed to provide valuable information about programming, operations, the benefits of Neighborhood Networks, and more.

### **Comprehensive Grantwriting Session**

This session is devoted entirely to grantwriting. The session will begin with an introduction to the essential concepts of grantwriting, and continue into more advanced techniques as the day progresses. Participants will learn about funders' requirements, the necessary components of a successful grant application, marketing tips, and other skills. Small interactive group lessons will ensure that all attendees receive the individual instruction required to identify grant opportunities and write a winning grant proposal. This is a hands-on session that will prepare participants to be successful grant writers. The session will begin on Tuesday, June 28th and will continue on Wednesday, June 29, during the conference. The Wednesday sessions will be limited to those who participated in the pre-conference session on Tuesday. Space for these sessions is limited to 40.

# General Sessions



### Celebrating a Decade of Delivering Technology Access to America's **Communities (Opening Session)**

For 10 years, Neighborhood Networks (NN) has connected residents of HUD assisted and insured properties with opportunities to move their families toward selfsufficiency. Take a walk through time to remember the milestones, the impacts, and the lives that have changed because of the programs and services offered by Neighborhood Networks across the country.

### From Employment Opportunities to **Economic Empowerment**

#### Luncheon

Neighborhood Networks centers provide more than just job training; many provide access to economic opportunities that transform the lives of low-income families. Connecting your center's users to employment opportunities and economic power requires an understanding of your local marketplace and the ability to translate that understanding into tangible outcomes. Learn how to respond to your market's needs and provide residents with access to employment and economic power!

### **Funding Strategies for** Sustainable Growth

Successful and sustainable Neighborhood Networks centers share the ability to secure financial support from a variety of sources. Grants, special events, individual and corporate donations, and partnerships can all contribute to a well-rounded approach to funding a center's programs and operations. National experts will discuss

diverse approaches to securing and sustaining financial resources for centers.

### **Technology in Everyday Life**

Cell phones. Handheld computers. WiFi connections. VoIP communications. iPods. Digital cameras. Technology has changed the way that Americans live their lives, and the ways that Neighborhood Networks centers serve their residents. You may have heard the buzz about some of the latest technologies, but this plenary will place the power of some of the latest technologies into your hands. Experience the transformation through this interactive and informative general session.

### **Center Classification**

Starting in 2005, Neighborhood Networks centers will be able to elevate their status through a classification process. Participants will be introduced to a new system featuring three levels of classification corresponding to three different levels of achievement: Designated (Level 1), Certified (Level 2) and Model (Level 3). Learn about the benefits and incentives of classification, and the standards required for each level.

### **National Consortium**

It is finally here! A Neighborhood Networks National Consortium, and you can be a part of it! Trends in recent years have shown that increased competition for funding has forced many centers to form consortia to secure funding. Learn about the many benefits of National Consortium membership and the potential for increased access to funding and other resources.

# Concurrent Sessions



### **Get STARTed with Strategic Planning**

Strategic planning is essential to the effective operation of a Neighborhood Networks center. The Strategic Tracking and Reporting Tool (START) is a resource developed by HUD to assist centers with planning, tracking and reporting information about a center's mission, programs, partnerships, operations, funding, and much more. This workshop is designed to guide participants through the strategic planning process and provide hands-on computer training on the use of START.

### **Becoming a Tax-Exempt Organization**

There are many advantages to obtaining tax-exempt status, however, it is important that center stakeholders understand its implications. This workshop will help participants decide whether tax-exempt status is right for them, and then guide them through the filing process. Board development and consortium membership will also be discussed.

### The Business of Managing Tax-Exempt Status

Tax-exempt status has numerous benefits. What many non-profit managers do not know is that there are also reporting requirements that must be met annually and business considerations that can impact a center's tax-exempt status. Learn how to protect your tax exemption and manage your non-profit status.

### **Planning for Fundraising Success**

Funds to support a Neighborhood Networks centers' programs and operations can come from a variety of sources—grants, special events, individual donors, and partners. This workshop will guide participants through the process of developing a comprehensive fundraising

plan and provide practical tips for securing financial support from diversified sources.

### Write it Right: Tips & Tools for Grantwriting Success

The art and science of grantwriting will be explored in this workshop. Professional grant writers will discuss strategies for identifying grant opportunities, conducting research to determine if a grant opportunity is right for your center, preparing a grant proposal and conducting the appropriate follow-up activities.

### Connecting Your Center to Community Volunteers

Neighborhood Networks centers often use volunteers to extend their staffing capacity. But where do you find them? How do you manage their time and responsibilities? This workshop will provide successful strategies for recruiting, managing and recognizing volunteers.

### **Technology Planning**



### Concurrent Sessions



### **Creating Opportunities for Immigrant Communities**

Creating an inclusive environment in a Neighborhood Networks center often requires cultural sensitivities and creative approaches to helping immigrant communities overcome barriers to employment and citizenship. This workshop will focus on developing effective programming and services for immigrant populations.

### Making Your Mark with **Mature Learners**

More and more, mature learners are retooling for reentry into the workforce, and are embracing technology as a tool to provide access to information and connect them to their families and lifelong friends. This session will help your center make its mark with mature learners in your community.

### **Strategies for Engaging** Residents

Resident volunteers. Waiting lists for classes. Wall-to-wall participation at Neighborhood Networks



events. These things happen daily at successful centers across the country. This workshop will shine a spotlight on effective strategies for engaging residents in center programs and operations.

### Minimum Investment **Maximum Returns**

Neighborhood Networks centers help a property owner's bottom line—they can increase a property's profitability, while enhancing the property's profile in the community. Centers are a valued amenity for residents. At this session, property owners and managers will share insights and lessons learned from achieving maximum returns from their investments in Neighborhood Networks centers.

### **Act Locally**

Everyday, in communities across America, Neighborhood Networks local partners make significant contributions and provide valuable resources to Neighborhood Networks centers. Developing and managing a successful partnership requires common interests/objectives, effective and ongoing communication, clearly defined measurable goals, tracking and evaluation, and strategies for ongoing improvement.

### **Educational Programs From Pre-School** to High School

Neighborhood Networks centers serve a variety of educational needs. From pre-school to high school and beyond, Neighborhood Networks centers help with school readiness, homework, GED and college preparatory programs, and much more. This workshop will present successful models for providing educational programs that centers can replicate.

### Concurrent Sessions



### Make it FABULOUS!

Lights. Camera. Action! Learn how to plan that FABU-LOUS special event, as a fundraiser or as an activity for Neighborhood Networks Week. Food, flowers, funding and more will be discussed to show how to shine the spotlight on your center's special events.

### Market-Driven Approaches to Workforce Development

Creating employment programs that are responsive to the local job market increases the likelihood that residents will find related jobs upon program completion. Learn how to assess your local job market, create cooperative job placement agreements with potential employers, and create workforce development programs that yield results.

### **Financial Literacy**

Smart money management will help residents plan for their future. Opening bank accounts, balancing checkbooks, credit counseling, and financial planning are important tools to help families achieve financial independence. This workshop will discuss how to teach residents about money management.

## Creating Economic Opportunities and Wealth Building Strategies for Residents

The path to self-sufficiency and homeownership often requires more than steady employment. There are many resources available for residents to assist them with building for their future, and this workshop will explore opportunities to help residents achieve the American dream. Learn about Earned Income Tax Credits,

Individual Development Accounts, and other economic opportunities for which your residents may be eligible.

### **Community Enterprises**

Sassy Salsa from the Village, calendars, graphics, greeting cards, and glycerin soap—Neighborhood Networks centers across the country are engaging in community enterprises to generate revenues to support their centers and provide scholarships and educational funds for youth. In addition to building a new funding stream, community enterprises help build community. Learn how to develop a successful venture.

### **Transition Planning**

Change is inevitable in any organization. Neighborhood Networks centers are no different. This workshop will help property owners/managers and center staff prepare for transitions by discussing how to reduce transition time, ensure that institutional knowledge is retained and maintain programs and services during the transition period.



### Unique Learning Opportunities



### **Rotating Clinics**

Topical clinics will be presented by subject matter experts in the exhibit hall throughout the conference. Clinics are designed to be one-on-one and small group information sessions on a variety of topics that will assist centers with strengthening their programs and operations.

### Train the Trainer Sessions

National partners of Neighborhood Networks will be available to provide information about their free resources. Participants will leave these sessions with the tools they need to offer these services to residents at their centers.

- ★ U.S. Department of Education (ED)—Providing access to educational opportunities is one of the main objectives of Neighborhood Networks centers, and encouraging youth to pursue higher education is a key component of that goal. The U.S. Department of Education has offered an abundance of financial aid information to Neighborhood Networks centers in order to help make this goal a reality. In this session, a representative from the U.S. Department of Education will discuss valuable resources that can be shared with students and their parents, and prepare Neighborhood Networks centers to serve as financial aid resources for their communities.
- \* Federal Deposit Insurance Corporation (FDIC)—Neighborhood Networks is much more than technology training; community technology centers can provide a number of needed services to the community, such as financial literacy programs. The FDIC Money Smart curriculum helps individuals build financial knowledge and confidence, and use banking services effectively. In this session, attendees will be provided with the direction and materials required to establish a tailored financial literacy program at their center.
- ★ National Aeronautics and Space Administration (NASA)—Do you know about NASA's curriculum for educational programs? Find out more from Neighborhood Networks centers that have partnered with NASA and learn how you too can work with NASA to bring exciting, interactive programs to your center. Each participant will be provided a NASA activities kit as part of the workshop.
- ★ U.S. Department of Labor (DOL)—The Department of Labor is a major source for workforce development information that can be applied directly to meet the needs of residents. The many online features available on the DOL Website will help you assist unemployed and underemployed residents. Find out more about specific DOL online tools and resources customized exclusively for Neighborhood Networks in this informative train-the-trainer session.

Ceremony Special Events



### **Recognition Ceremony**

The 10th Anniversary National Training Conference presents a unique opportunity to pay special tribute to those who have helped make Neighborhood Networks successful. On Thursday evening, conference participants are invited to don their evening attire and join us as we recognize property owners and managers, centers, residents, staff, partners, volunteers, and consortia for their contributions to Neighborhood Networks.

### **Exhibits and Displays**

This year, in honor of Neighborhood Networks 10th anniversary, an exciting, festive exhibit hall is being planned with activities, giveaways, and much more! Exhibits and displays from corporations, government agencies, partners, Neighborhood Networks centers, and nonprofit organizations will be featured. A variety of clinics will be centrally located in the exhibit hall where attendees can ask experts questions on a one-on-one basis. Clinic hours will be posted in the exhibit hall starting Wednesday, June 29. Be sure to stop by and visit the exhibit hall to network and learn. If you are interested in exhibiting, please call (888) 312-2743 for an exhibitor's packet. Exhibit space is limited and will be provided on a first come, first served basis.

### **National Aeronautics and Space** Administration (NASA) Kennedy Space Center Tour

NASA is offering Neighborhood Networks conference participants the chance to go behind-the-scenes at the Kennedy Space Center in Cape Canaveral, Florida. Join us for a FREE tour of the Space Center on Friday after the conclusion of the conference, and explore NASA launch headquarters, rockets, and history making technology. Transportation will be provided, but you must pre-register. Simply indicate your interest in attending on the registration form and information will be sent to you regarding the tour. Don't miss this once-in-a-lifetime opportunity—sign up today! Meighborhood Networks 10th Anniversary National Training Conference June 29-July 1, 2005 & Hilton Hotel, Lake Buena Vista, Florida

### Instructions

- 1. All attendees are responsible for making their own hotel and transportation arrangements.
- 2. The deadline for making hotel reservations is Tuesday, June 7, 2005.
- All attendees must register for the conference. The deadline to submit your registration is Monday, June 20, 2005.
- **4.** A separate registration form must be completed for each participant.
- The registration fee to attend the conference is \$120 – \$140 per person (fee is dependent upon affiliation).
   Registration fees must be submitted when you register.
- **6.** For payment methods, please see the registration form.
- 7. Cancellation Policy: If you find you are unable to attend the conference after registering, please call (888) 312–2743 to cancel. Cancellations received on or before June 20 are eligible for refunds.
- 8. Conference attire is business casual. Evening attire for the Recognition Ceremony and Dinner.
- 9. Submitting your registration is easy:

#### **Online**

www.NeighborhoodNetworks.org

#### By fax

(301) 519-5355 or (301) 519-5345

#### By mail

Send your completed form to: NN Registrar c/o Aspen Systems 2277 Research Boulevard, MS 6N Rockville, MD 20850

### Conference and Lodging Site

Hilton Hotel 1751 Hotel Plaza Boulevard Lake Buena Vista, FL 32830 General Information: (407) 827–4000 www.hilton-wdwv.com For Reservations: (800) 782–4414
Room Rate: \$95.00 single/double plus 11.5% tax
Deadline for making hotel reservations:
Tuesday, June 7, 2005
Ask for the Neighborhood Networks
group block.

#### Reservations

Please contact the hotel directly to make sleeping room reservations. The Hilton is offering this room rate June 24–July 1, 2005 based on sleeping room availability. The hotel has accommodations for people with accessibility needs. Please make the hotel aware of your needs. We anticipate that hotel rooms will sell quickly; please make your room reservations early.

### **Amenities and Local Information**

The Hilton offers many complimentary amenities to our group guests: in-room coffee, daily USA Today, two outdoor heated swimming pools, and a fitness room. The property also offers seven restaurants and lounges, room service and Internet access in guest rooms. The Marketplace at Downtown Disney is within walking distance of the Hilton and features a variety of shops and restaurants. Access more Orlando (Lake Buena Vista) information at www.orlandoinfo.com.

#### Airport Information, Transportation, and Hotel Parking

The Orlando International Airport (MCO) serves Lake Buena Vista, Florida, which is approximately 18 miles (25 minutes) to the conference site.

- ★ Shuttle service is available through Mears Transportation (407–423–5566) for \$17 one-way/ \$29 round-trip. Access a discounted \$25 roundtrip coupon on the conference website. Advance reservations can be made on-line at www.mearstransportation.com.
- ★ Taxi service is available for an average cost of \$30-\$35 one-way.
- ★ Rental cars are available from the airport. All major car rental companies are easily accessible. Alamo, Avis, Budget, Dollar, L&M and National are located at the airport. Others are a short distance by courtesy shuttles.
- ★ The hotel offers free self-parking. Valet parking for overnight guests is \$10.00/day.

### **Directions**

**From Orlando International Airport:** Exit the Airport North and follow to 528 West. Follow 528 West to I-4. Take I-4 West to exit #68 and make a right onto Apopka Vineland Rd. At the first traffic signal turn left onto Hotel Plaza Boulevard. Follow for less than a mile and the hotel will be on the left.



### **Registration Form**



June 29–July 1, 2005 ★ Hilton Hotel, Lake Buena Vista, Florida

A registration form must be completed and submitted for every attendee. Registration may be submitted:

- ★ Online at www.NeighborhoodNetworks.org
- ★ By fax at (301) 519–5355 or (301) 519–5345
- ★ By mail to: NN Registrar, c/o Aspen Systems, 2277 Research Blvd., MS 6N, Rockville, MD 20850

| Name   |  | Special Functions   |
|--|--|---|
| Title  |  | Please assist in planning by answering  |
| Organization   |  | the following:  ★ Representing a new NN center? If yes,   |
|  |  | do you plan to attend the Pre-conference<br>Orientation seminar on June 28 from   |
| City   | State ZIP  | 8:30 a.m. −10:15 a.m. □ Yes □ No  |
| Phone  | Fax  | <ul> <li>Do you plan to attend the Pre-conference<br/>Grantwriting seminar on June 28 from<br/>10:30 a.m5 p.m.</li> <li>☐ Yes</li> <li>☐ No</li> </ul>  |
| E-mail   |  | ★ Do you anticipate participating in the  |
| Please check all that apply to your o  ☐ NN center staff ☐ NN center volunteer ☐ Property owner or agent ☐ Multifamily housing resident                                    | NASA site visit?   |   |
| <ul><li>Local/regional partner</li><li>National partner</li><li>IT industry</li></ul>  | <ul><li>Exhibitor</li><li>Speaker</li><li>Other:</li></ul>   | For HUD Staff Only: Do you plan to attend the HUD Coordinator training on June 28 from 9 a.m5:30 p.m. □ Yes □ No  |
| ☐ Federal, state, or local government ☐ My organization is interested in exhibiting, please contact me.  |  | Workshops Please indicate your preference for five  |
| Are you associated with an FHA insured   | or assisted property? ☐ Yes ☐ No *   | workshop topics:  |
| So that we may better assist you, please  ☐ Wheelchair accessibility ☐ Accommodation for service animal ☐ Vegetarian meals   | check accommodations you might require: ☐ Sign language interpretation ☐ Other   | <ul> <li>Get STARTed with Strategic Planning</li> <li>Becoming a Tax-Exempt Organization</li> <li>The Business of Managing Tax-Exempt Status</li> </ul> |
| The registration fee to attend the confer  | ☐ Planning for Fundraising Success   |   |
| * However, if you checked "No" above, making your total registration fee \$140.  | <ul><li>Write it Right: Tips &amp; Tools for Grant<br/>Writing Success</li></ul>   |   |
| Any guests that plan to accompany you thow many additional guests you plan to blune 30, Recognition Ceremony - \$55 (A \$27.50 (Child 12 & under) x =                      | <ul> <li>Connecting Your Center to Community Volunteers</li> <li>Technology Planning</li> <li>Creating Opportunities for Immigrant</li> </ul>                    |   |
| Registration fees and fees for guests accoregistration form.   | Communities  Making Your Mark with Mature Learners   |   |
| Payment Methods (Pay by credit card or submit payment with their registration for  | ☐ Strategies for Engaging Residents  |   |
| Credit Card. Submit payment on-line, by  | <ul><li>Minimum Investment. Maximum Returns.</li><li>Act Locally</li></ul>   |   |
| Note: Meeting & Conference will appear   | as the merchant name on credit card statements.  | ☐ Educational Programs From Pre-School  |
|  | nount : \$   | to High School  |
| Credit card number Security code: (CVV2  | Exp. Date number-last 3 digits on back of card)  | <ul><li>Make it FABULOUS!</li><li>Market-Driven Approaches to<br/>Workforce Development</li></ul>   |
| Authorized Signature   | <br>Date   | ☐ Financial Literacy  |
| Check. Mail your completed registration form (Federal Tax ID is 52–1143803).  Cancellation Policy: Please call (888) 312–: Cancellations received by the registration dear | <ul> <li>Creating Economic Opportunities and<br/>Wealth Building Strategies for Residents</li> <li>Community Enterprises</li> <li>Transition Planning</li> </ul> |   |

U.S. Department of Housing and Urban Development Room 6124 Washington, DC 20410–6000

Official Business Penalty for Private Use \$300

Return Services Requested

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## Connecting Communities. Creating Opportunities.